



SOURCES SOUGHT NOTICE (SSN) / REQUEST FOR INFORMATION (RFI)

SSN/RFI Number: RFI-442-18-00002
Date of Issue: January 5, 2018
Issued by: USAID/Cambodia
Issued Through: Executive Office (EXO)
Closing Date: January 19, 2018
Closing Time: 17:00 Hours (Phnom Penh, Cambodia Local Time)
Notice Type: Sources Sought/Request for Information
Subject: Sources Sought Notice/Request for Information on a Proposed
“Communications Consulting” Service Provider

To: All Interested Respondents/Parties:

The U.S. Agency for International Development's Mission to Cambodia (USAID/Cambodia) seeks to collect written information about the capabilities of Cambodia based firms engaged in, or capable of providing “communications consulting” services. The information provided will be used to help guide future planning decisions. The requested information will not be shared publicly.

Services Sought / Information Requested

Information is requested to assist in the planning of a scope of work for personalized communications coaching, tutoring, and/or training for a professional/business environment. Small group seminars and /or workshops may also be considered, but the emphasis would be for “on-demand” personalized support to individuals. The desired outcome would be the desired outcome is enhanced verbal and written communication skills for staff.

Subjects for which information on a communications consulting services provider is sought are, but not limited to:

1. Written Communication (i.e. speeches, presentations (slides/graphics), memoranda, email writing, report drafting, meeting notes, etc.)
2. Verbal Communication (i.e. meetings/group discussions, formal presentations, short speeches, telephone and/or video conferences, etc.)
3. Non-Verbal Communication (i.e. body language, visual cues, etc.)

All services would be required to be provided in the English language. The expectation would be that the proposed consultant(s) would have a “native” level fluency in both written and spoken English, as well as being capable of providing services for both native and non-native speakers of English.

Interested parties should submit information supporting their experience, expertise, and capabilities in undertaking similar work. The following information on adequacy and capability should be provided:

1. Organization/entity name, physical address, and email address
2. Names of key staff/consultants, along with summaries of relevant professional experience

3. A profile of the firm with a full list of organizational capabilities in the requested area of cross-cultural management and communication training/workshop facilitation
4. Sample scope(s) of work performed demonstrating a proven track record and capability

Submission Instructions

Interested parties that consider themselves qualified to provide the above services are strongly encouraged to submit a response to this inquiry. All submissions must be via email, and should be in the following format:

Email Subject Line: RFI-442-18-00002 - Organization Name
File Attachment: RFI-442-18-00002_Organization Name

Submitted documents and correspondence must be in the English language. Although not required, if you choose to provide any price lists, they must be in USD. Phone calls or hard copy delivery of information will not be accepted.

All responses to this RFI must be emailed to Andrew Reese, Contracting Officer, at areese@usaid.gov, with a copy to Pannha Chet, Procurement Agent, at pchet@usaid.gov, **by no later than January 19, 2018 - 17:00PM (Phnom Penh, Cambodia local time).**

Disclaimer Notice

This request for information is issued solely for planning purposes and is published in accordance with FAR Part 10 and FAR 15.201(e). This is not a solicitation or call for proposals. Any proposals submitted in response to this request will not be considered.

Responses to this notice must be received by no later than the due date and time stated in this notice. All information provided will become the property of USAID and will not be returned. USAID reserves the right to use information provided by respondents for its purposes. Proprietary information must not be sent.

USAID will not pay for information submitted nor will it reimburse for costs incurred by an organization that elects to respond to this request. All costs associated with responding to this request will be solely at the respondent's expense. USAID is in no way obligated to utilize submitted information or issue a solicitation as a result of this request. USAID is not obligated to procure any of the services described herein, nor should the release of this request be construed as such a commitment on the part of USAID.

The issuance of this request will not restrict the Government's ultimate approach, if any. Respondents are advised that USAID is under no obligation to acknowledge receipt of the information, answer questions or provide feedback to respondents with respect to any information submitted. Any information submitted in response to this notice is voluntary. Not responding to this request does not preclude participation in any future solicitation, if any is issued.

Andrew Reese
Contracting Officer
U.S. Agency for International Development
Phnom Penh, Cambodia